

# $u^{\scriptscriptstyle b}$

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#### ilub

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photo by Akshay Chauhan on Unsplash

#### Getting started with iliasEXAM

**Requirement for use:** iliasEXAM is only accessible with a Unibe and PHBern Edu-ID (Campus Account). Without a campus account, iliasEXAM cannot be used.

**Communication:** iliasEXAM does not feature any communication functions (including email). Communication with examinees has to be arranged via other channels.

**Stability and performance**: iLUB ensures the stability and performance of iliasEXAM as much as possible. However, technical errors can never be ruled out. Keep replacement devices or hardcopy exams ready as a backup solution.

Technical issues or errors must be reported to iLUB well before the exam. Errors cannot be resolved during an ongoing exam.

Symbol key for this manual:



<sup>1</sup> ILIAS item «Group»

<sup>2</sup> ILIAS item «Test»

<sup>3</sup> Didactic tips are based on Krebs, R. (2019). Prüfen mit Multiple Choice : kompetent planen, entwickeln, durchführen und auswerten (1. Auflage). Hogrefe.

#### The 6 phases of an exam with iliasEXAM

The table below illustrates the workflow of an exam with illasEXAM in terms of time and organization. In the remainder of this manual, each phase is described in more detail. Each step is linked ( $\Rightarrow$ ), for easy and quick navigation.

	<b>1</b> Page 4 Preparation	2 Registration	<b>3</b> Page 8 Creation	<b>4</b> Page 16 Information	<b>5</b> Page 18 Conduction	6 Page 22 Processing
WANN	As early as possible	At least 2 weeks before the exam	No later than 3 days before the exam	No later than 5 days before the exam	Date of the exam	After the exam
WAS	<ul> <li>1.1 Designing the exam →</li> <li>1.2 Checking suitability of iliasEXAM →</li> <li>1.3 Setting the date of the exam and the registration deadline →</li> <li>1.4 Reserving a room →</li> <li>1.5 Planning invigilation →</li> </ul>	Registering the exam with iLUB ⇒	<ul> <li>3.1 Checking course settings ⇒</li> <li>3.2 Checking <i>Exam</i> container settings ⇒</li> <li>3.3 Editing questions ⇒</li> <li>3.4 Checking exam settings ⇒</li> <li>3.5 Adding files and exam agreement ⇒</li> <li>3.6 Doing a test run ⇒</li> <li>3.7 Completing the exam ⇒</li> </ul>	Informing students →	<ul> <li>Picking up replacement devices, i.a.</li> <li>5.1 Onboarding of students and start of the exam ⇒</li> <li>5.2 Invigilation ⇒</li> <li>5.3 Ending the exam ⇒</li> </ul>	<ul> <li>Returning replacement devices, i.a.</li> <li>6.1 Manual scoring ⇒</li> <li>6.2 Viewing and managing exam results ⇒</li> <li>6.3 Grading and transfer to KSL ⇒</li> <li>6.4 Post-exam review ⇒</li> <li>6.5 Archiving ⇒</li> </ul>
WIE/WO		Registration form	exam.unibe.ch	Email ( <u>Template</u> )	On site	



## **1.1** Preparation: Designing the exam\*

- · Check constructive alignment (Exam format conveyed teaching contents learning/teaching activities)
- Support: Educational Development Unit, Assessment Toolbox

### **1.2** Preparation: Checking suitability of iliasEXAM\*

- Notice available question types
- Notice accessibility (iliasEXAM cannot be navigated using only the keyboard)

### **1.3** Preparation: Setting the date of the exam and the registration deadline\*

- · Set exam date
- Set registration deadline for the exam (at least 5 days before the exam date)

## **1.4** Preparation: Reserving a room\*

- Reserve a room
- · Room availability approx. 30 min before the start of the exam
- Sufficient power supply in the room (if necessary, ask the facility services for power strips)
- · ILUB will check Eduroam coverage in the selected room

## **1.5** Preparation: Planning invigilation\*

· Organize enough staff for invigilation (increased risk of cheating attempts during online exams)



### **2.** Registration: Registering the exam with $iLUB^*$

#### Exam registration with iLUB: Registration form

iLUB checks capacities and - if it is possible to conduct the exam - informs the person responsible for the exam about the exam environment:

🗋 Faculty 🕨 🗋 Subject 🕨 🗋 Semester	
Exam course ↓ LK yyyy-mm-dd: Name (RootNrSemester-SequenceNr.) 2 E-Exam [Exam container] 3 & Container Contain	<ul> <li>2 Tier 1: Q «Exam course»</li> <li>The person responsible for the exam is the «Exam course» administrator and has access to all items it contains</li> <li>Adding additional Exam course administrators possible via «Edit Participants»</li> </ul>
Exam (RootNrSemester-SequenceNr.)	(1) Please note that additional Exam course administrators can view the questions and later the exam results. iLUB does not take any responsibility for any potential malpractice.
Exam-relevant files	<ul> <li>Students should be invited well in advance (see p. 17)</li> <li>Tier 2: دُهْمُ Exam container</li> </ul>
Notes and support for the e-exam	<ul> <li>Contains X «Exam»</li> <li>Contains «Exam-relevant files»</li> <li>Is password protected (see p. 10), not accessible to students until the password is announced at the beginning of the exam</li> </ul>
Mock exam for students Your own mock exam, i.a. Additional files, e.g. reading list, i.a.	<ul> <li>on site (see p. 19)</li> <li>Tier 3: «Notes and support for the e-exam»</li> <li>Contains content for students</li> <li>If needed, you can provide your own mock exam and/or additional files</li> </ul>



## **3.1** Checking course settings: a. General notes\*

The default settings of the  $\Box$  «Exam course» are optimized for exams with iliasEXAM and should be left unchanged. Specific changes are possible under certain circumstances.

- f 1 Go to the «Settings» tab in the  $\Box$  «Exam course»
- 2 Check «Course settings» (the other sections are irrelevant)



### **3.1** Checking course settings: b. Course settings

- Keep «Title» structure (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)); Changes to the name are possible if necessary
- If needed, enter a description



- Before sending the access link to the students (see p. 18), the course must be set to «Online»
- The «Period» should not be used



Edit Group



## **3.2** Checking Exam container settings: a. General notes\*

The default settings of the  $\mathcal{E}_{O}^{O}$  *Exam container* are optimized for exams with iliasEXAM and should be left unchanged. Specific changes are possible under certain circumstances.

- 1 Go to the «Settings» tab in the ႊြိုး Exam container
- 2 Check «Group Settings» (the other sections are irrelevant)



## **3.2** Checking Exam container settings: b. Group settings

- Keep «Title» structure (E-Exam: "Name"); Changes to the name are possible if necessary
  - Keep preset description unless exam agreement is not used (see p. 14)



## **3.23.2** Checking Exam container settings: c. Group registration

«Join with Group Password» must be kept as «Registration Procedure»; the password can be changed if necessary.

Registration Procedure	O Direct Registration	
	Join With Group Pas	ssword
	Password *	< Preset iliasEXAM >
		Users need to type in this password when joining the group.

Group Registration

## **3.3** Editing questions\*

- 1 Go to the «Questions» tab in the 🎸 Kam≫
  - a Edit questions in the template: Click on the Question Title in the «List View»
  - **b Copy** existing questions: Select question(s) to be copied in «List View»; select «Copy» from the drop-down menu and «Execute»
  - Create a new question: Click «Create Question», select a question type, and if necessary, the position and click «Create»

2 Preview existing questions under «Review»

Structure of all question types:

- \* Title (displayed in exam)
- \* Author (set automatically by iliasExam)
- \* Question
- · Description (displayed in students' «Dashboard» i.a.)
- Lifecycle (merely informative for collaborative creation)
- Working Time (mere informative estimate, calculates estimated total duration of the test in »List View»)



## **3.4** Checking exam setting: a. General notes\*

- 🚺 Go to the «Settings» tab in the 🏷 «Exam»
- Keep the «Title» of the exam
- If needed, enter a description
- Set «Online»
- If necessary, enter an introductory message
- «Manually Selected Participants» should only be activated if the exam is intended for students with special regulations (e.g., compensation for disadvantages/Nachteilsausgleich)
- 7

6

- Activating the «Shuffle Questions» function is recommended
- Activating «Do not Lock Participant Answers During the Test Pass» is recommended; «Lock Answers with the Presentation of Follow-Up Question» students will not be able to edit their answers or questions they did not answer.
- 9
- Keeping «Concluding Remark» is recommended
- If needed, activate «Redirect»

المجامعة Prüfung (StammnrSemester-Laufnr.)				
Questions Info Settings	Results Manual Scoring Statistics History Metadata			
General Scoring and Results Pe	ersonal Default Settings			
Availability				
Online	If online, p. TICIP. can take the test.			
Limited Availability Period				

## **3.4** Checking exam setting: d. Scoring and Results



- Go to «Scoring and Results» in the «Settings of the 🖓 «Exam»
- Keeping «Incomplete or Partly Wrong Answers Score Points» in the «Scoring System» activated is recommended
- Keeping «For Each Questions Negative Points are set to '0 Points'» under «Negative Points» activated is recommended



### **3.5** Adding files and exam agreement: a. Exam-relevant files

Should there be any «Exam-relevant files» for your exam, these have to be uploaded and linked. If there are no «Exam-relevant files», the section should be deleted.



Go to the section «Exam-relevant files» in the  $\mathcal{E}^{O}$  Exam container

#### Delete



Click «Delete» in the action menu

#### Upload



- Click «Edit Content» in the action menu, add items
- Save links of added items
- Insert links in relevant questions in the 🎸 «Exam»

Prüfungsrelevante Dateien	
	Edit Content
	Settings
	2 Delete
	•
Prüfungsrelevante Dateien	
Locking Mode EXAM	
docx 930.7 KB Heute, 18:38	
	Versionen
	Einstellungen
	4 Info

## **3.5** Adding files and exam agreement: b. Additional files

<b>3.5</b> Adding files and exam agreement: c. Exam agreement <sup>*</sup>				
3 Add file or folder				
2 Select «Edit Content» in the action menu	Exam agreement	Settings		
1 Go to the «Notes and support for the e-exam» in the $\Box$ «Exam course»	Hinweise und Hilfestellung zur E-Prüfung	Fdit Content		

Go to the 🖂 «Exam agreement»

#### Delete:

Select «Delete» in the action menu

#### Edit:





Edit existing text by clicking on the text box

The «Exam agreement» contents are based on literature recommendations and contribute to consistency across all iliasEXAM exams. Therefore, we recommend that you only adapt the information specific to the exam that is printed in bold.

«Save and Return»

Hinweise und Hilfestellung zur E-Prüfu	ng 🔽		
Exam agreement	1		
iliasEXAM Tutorial	dolity Delete		
Customize Page			
Ledita	Exam agreement Actions -		
Save and Return Cancel			
Paragraph			
Standard 🗸	b		
Character	$\boldsymbol{u}^{\boldsymbol{v}}$		
<b>B</b> / $\underline{U}$ x <sup>2</sup> x <sub>2</sub> A $\leftarrow$ $\underline{I}_x$			
Lists	b UNIVERSITÄT		
	DERN		
More			
Link 🕶 Tex Footnote			
Surrounding Section	FS/HS 20xx xx.xx.20xx		

## **3.6** Creation: Doing a test run

We recommend that you do a test run before conducting the actual exam. This can be done by yourself and/or other persons, e.g., student assistants.

- If necessary, add additional test persons to the  $\square$  «Exam Course»; give them the password to the  $\mathcal{E}^{\mathcal{O}}$  *Exam container*
- Click «Start the Test» in the «Info» tab of the 🖓 «Exam»
- To edit the exam afterward, go to the «Results» tab of the 🕉 «Exam» and click «Delete Test Data of all Users»



### **3.7** Creation: Completing the exam\*

- Two options to check settings:
  - a iliasEXAM Check: performed with the iLUB support team at least 4 days before the scheduled exam (Appointment via <u>exam.ilub@unibe.ch</u>)
  - b Independent check: performed by the examiner using the <u>checklist</u> no later than 3 days before the scheduled exam, followed by an autonomous check by iLUB

After this check, only iLUB-recommended adjustments may be made to the exam

Delete results from test runs, if applicable



### **4.** Information: Informing students\*

- Make sure that ...
  - a the 🖵 «Exam course» is online
  - b the body Exam container is password protected
- 2 Inform students about the iliasEXAM exam no later than 5 days before the scheduled exam
  - Email template <u>«Invitation to the e-exam»</u> (When not using the template, make sure that all relevant information is still included in the email)
  - Access link to the Q «Exam course» («Exam course», tab «Settings», «Admission per Link»)
  - Email information via Outlook
  - · For more than 300 participants, send emails in several batches





# 5.1 Conduction: Onboarding of students and start of the exam I

To ensure a smooth process, we recommend that you follow the procedure outlined below.

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	Invigilators		Students
X 30 min before thegather in texam startsgather in t		e exa	am room
	set up their computer	_	set up their workspace
	connect their computer to the projector if		connect to eduroam
	necessary		sign in to iliasEXAM
			go to the $\square$ «Exam course»
	navigates students to the $\Box$ «Exam course» (see p. 20) or adds them manually		click on the  ድርጓ Exam container and will be asked for the password
$\mathbf{X}$ ~ 5 min before the exam starts	double checks if all students found the correct ະຼິດີ <i>Exam container</i>		remove illicit aids from their workspace
at the start of the exam	discloses the password to the ະຕິຊິສິສ <i>container</i> (see p. 10), e.g. via projector		
	announces when the exam will end, sets and displays the timer (via projector) if necessary, e.g. «Alarm & Uhr»-App (Windows), «Basic Timer» (Mac)	$\downarrow$	enter password, click on $\sqrt[4]{3}$ «Exam» start the $\sqrt[4]{3}$ «Exam»

## 5.1 Conduction: Onboarding of students and start of the exam II

If students have not already joined the  $\square$  «Exam course» and do not have the access link, it may be necessary to **navigate these students to the**  $\square$  «**Exam course**» or add them manually.

Students can find the  $\ensuremath{\square}\xspace$  «Exam course» as follows:



- iliasEXAM landing page: Students click «Find exams»
- Students click on respective faculty
- Students click on the respective **subject**
- Students click on the **current semester**; afterward, on respective the Students click on the **current semester**; afterward, on respective the
- Students click **«Join»** and can now click on the  $\mathcal{E}_{\square}^{O}$  Exam container (password prompt)

	1
My ongoing exams	Find exams
益 Repository 2	
Fakultäten	
Faculty of Business, Economics and Sociel Sciences	
Info Join	
Course Registration	



## 5.2 Conduction: Invigilation

During the exam, we recommend that invigilators pay attention to the following aspects:

- **Background of the exam questions:** indicates whether students are in the exam (not reliable when using «Exam-relevant files» and/or other approved programs)
- **Leaving early**: check that these students have finished the exam in the «Dashboard» of the  $\sqrt[4]{3}$ «Exam»
- 3 End exam manually: e.g., in case of cheating attempts, students leaving early or similar via «Dashboard», action menu of respective student, and «Finish the Test»

## **5.3** Conduction: Ending the exam I\*

**Manual termination of the exam** for all participants after the exam time has expired (announce imminent termination in advance; warn that entries that have not been saved will be lost)

- ぐろ «Exam», tab «Dashboard»
- «Finish all Test Passes»
- «Proceed»
- Set 💭 «Exam course» offline in the «Settings» tab under «Availability»; save modification







## 6.1 Processing: Manual scoring\*

Manually score question types «Essay Question» and «File Upload»

▶ Go to the «Manual Scoring» tab in the 🎸 «Exam»

Choose between «Scoring by Question» and «Scoring by Participant»



#### 6.2 Processing: Viewing and managing exam results

Three ways to view and/or manage the participants' test results:





#### 6.3 Processing: Grading and transfer to KSL

- 1
- Export results from «Statistics» as .xlsx file
- Check column «First Visit» irregularities could indicate cheating attempt
- check on a sample basis whether the results of the Excel export match the submitted solutions on iliasEXAM
- Insert «Grade» column in column E
- Copy columns A E and copy into KSL grade import

## 6.4 Processing: Post-exam review

Recommendation for post-exam review:

- Make a list of students registered for post-exam review
- Export the «Results», incl. the calculated grade
- Print file(s)

(i)

Present printed exams to students

## 6.5 Processing: Archiving

- · Archive exam results in accordance with faculty guidelines
- Minimum archiving period according to university guidelines: 18 months
- Recommendation: at least 2 years

Regarding archiving, please note that the exams, incl. results, will be deleted from iliasEXAM after a few years (TBD). Therefore, exporting them (see p. 23) and archiving them externally is recommended.

